# Instructions for Engineering Consultant Reporting on ARRA Funded Contracts

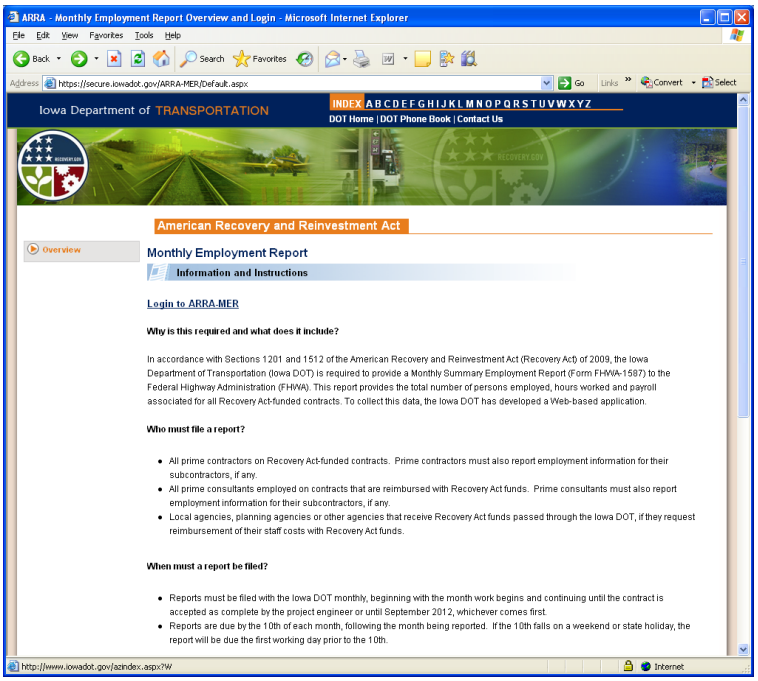
American Recovery and Reinvestment Act
Monthly Employment Report (ARRA-MER) Web Application

Note: To use the ARRA-MER application, you will need to request obtain an Account ID and password for the State of Iowa's Enterprise A&A system. To request an account, refer to the Sign-Up Instructions. The instructions below are similar to the Contractor Instructions because the federal reporting requirements for ARRA funded projects are the same for every company and firm that is paid with ARRA funds.

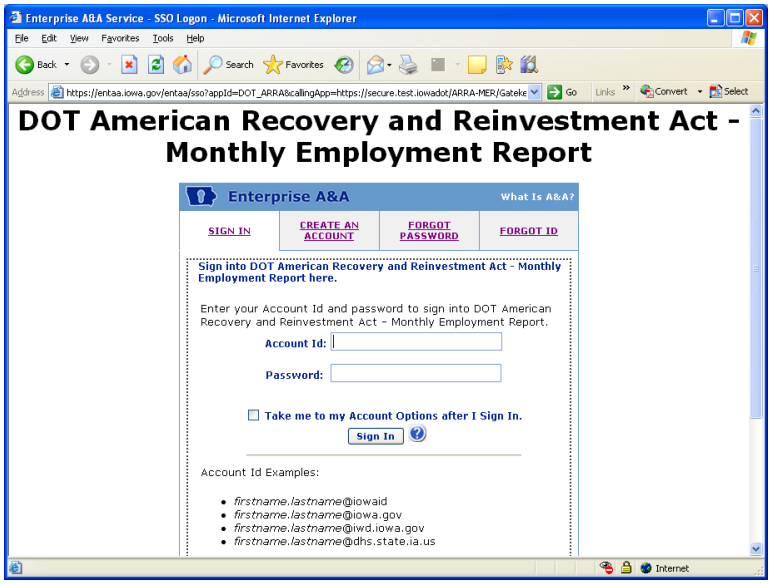
Note: To comply with Federal reporting requirements, all companies who are receiving ARRA funded contracts must report their Dun and Bradstreet Universal Number System (DUNS) number. Please e-mail your DUNS number to Steve Belzung in the Iowa DOT Office of Contracts at: Steve.Belzung@dot.iowa.gov

If your firm does not have a DUNS number, you may request one at the following web-page: http://www.dnb.com/US/duns_update/index.html

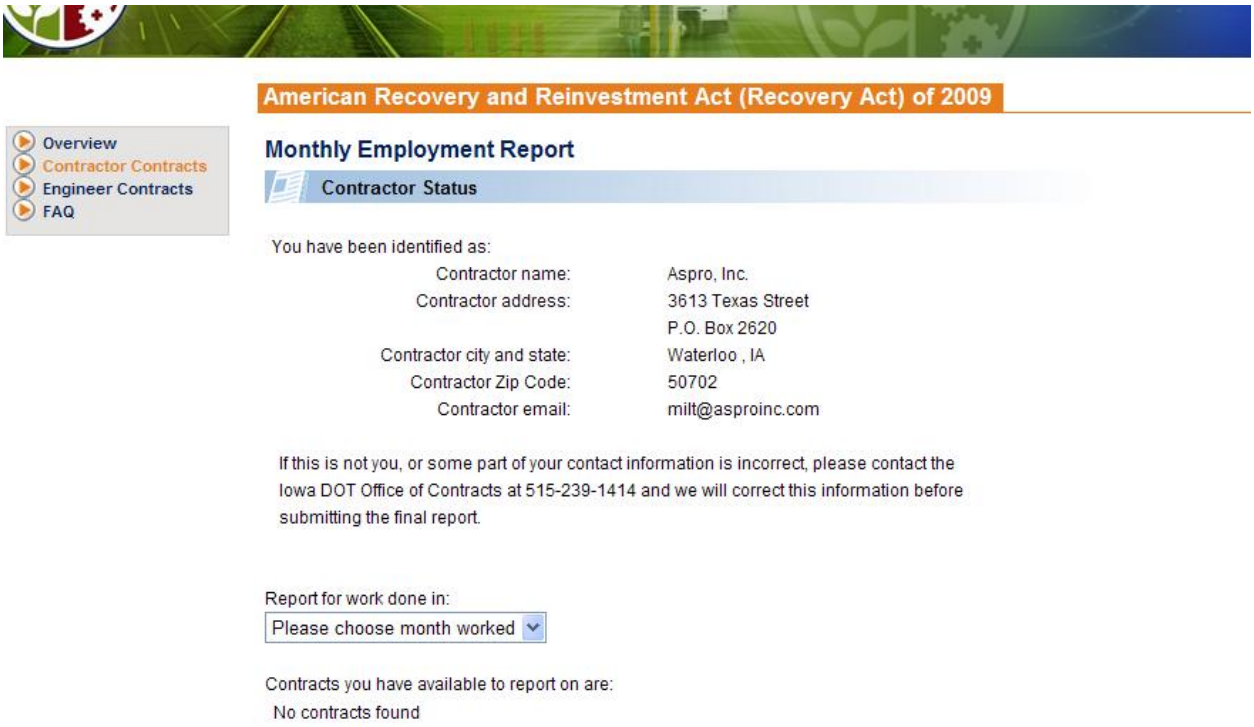
1. Click on https://secure.iowadot.gov/ARRA-MER/Default.aspx to open the ARRA-MER Information and Instructions page, as shown below:




2. Click on "Login to ARRA-MER" to open the ARRA-MER log-in page, as shown below. Enter your Account ID and password and click "Sign In".

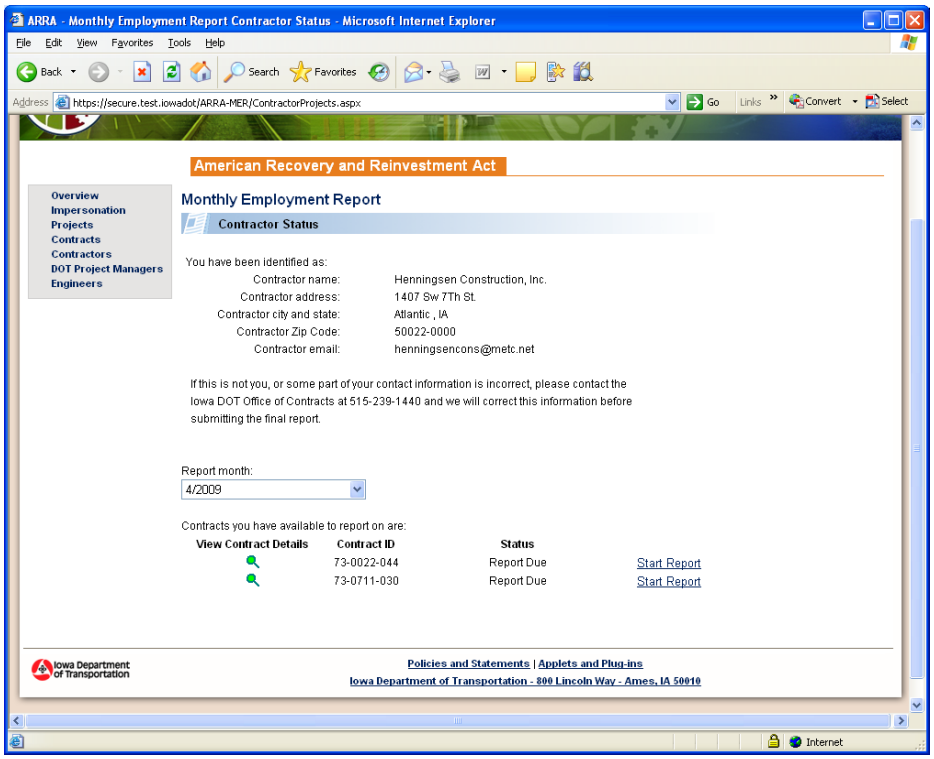



3. After logging in to the ARRA-MER web application, you will see a Contractor Status page that looks similar to this:




Please skip to Step 14 for instructions on how to review ARRA Monthly Employment Reports submitted by contractors.

4. In the “Report for work done in:” drop-down box, select the month that you wish to complete. After selecting a report month, the page will update to display your contract(s), similar to the page shown below:

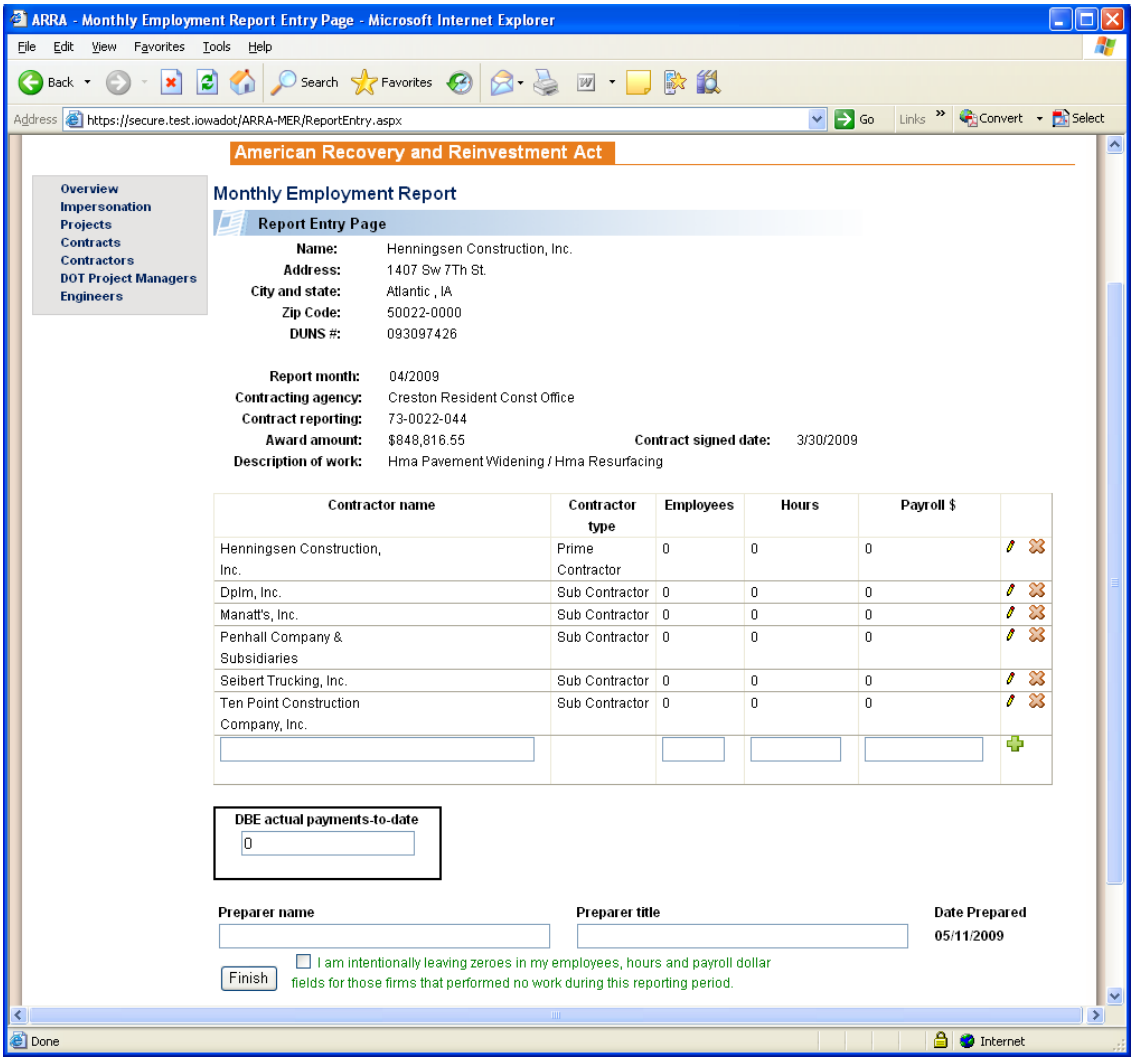



This page will display your company's name, address, and e-mail. Additional information is provided or can be accessed as described below:

- In the "View Contract Details" column, click on a green magnifying glass to view additional information about the contract.
- The "Contract ID" column lists the ARRA funded contract(s) that your company has been awarded.
- The "Status" column indicates the submittal status of the Monthly Employment Report.
- When a report is due, a link titled, "Start Report" will be provided adjacent to the "Status" column.

Note: If any of the information shown on the Contractor Status page is incorrect, please contact the Iowa DOT Office of Contracts at 515-239-1414.

5. To begin a new report, click on the “Start Report” link for the desired Contract ID. Most of the data fields will be automatically filled-in based on the Contract ID you selected. You will see a Report Entry page similar to the one shown below:




The prime contractor and each subcontractor will be listed in a table, as shown above. When opening a new report, the “Employees”, “Hours”, and “Payroll $” fields will all default to zero.

6. Enter employment data for the prime contractor and each subcontractor as described below:

   In the "Employees" field, enter the total number of employees who worked on the contract during the reporting period. This should include all employees directly engaged in the contract work, whether on the job site, in the project office, or in other work locations.

   - Contractors should include all employees of the prime contractor and subcontracts, but should not include material or tool suppliers.
   - Consultants should include all employees of the prime consultant and subconsultants, such as engineering personnel, inspectors, and materials testing, sampling, or lab technicians.
   - Local agencies and other subrecipients should include all employees who charged time to the project, if they will request reimbursement of these costs with ARRA funds.

   In the "Hours" field, enter the total hours of all employees working on the contract for the reporting period.

   In the "Payroll $" field, enter the total dollar amount of wages paid to employees working on the contract during the reporting period. Do not include overhead or indirect costs.

   Note: A report must be submitted for each month, even if neither the prime nor any subcontractors performed any work.

   For each field listed above, enter whole numbers only with no commas, spaces, or dollar signs. Use the following actions to add, edit, or delete data:

| Action | Icon |
|---|---|
| To enter a new line of data, or to edit a previously saved line of data, click on the pencil icon next to the line you want to edit. | |
| Clicking on the pencil icon will make the fields on that line active and these icons will appear next to the line. | |
| After making the desired edits, click on the floppy disk icon to save your changes. | |
| If you want to cancel your changes while editing a line, click on the red circle with an X in it. This will return the line of data to its previous state. | |
| To delete a previously saved line of data, click on the red X. | |
| If a subcontractor has been added to the contract but is not shown in the list, add a new line of data by clicking on the plus sign icon. Then type the name of the subcontractor in the "Contractor Name" field and select "Sub Contractor" from the drop-down list in the "Contractor Type" field. | |

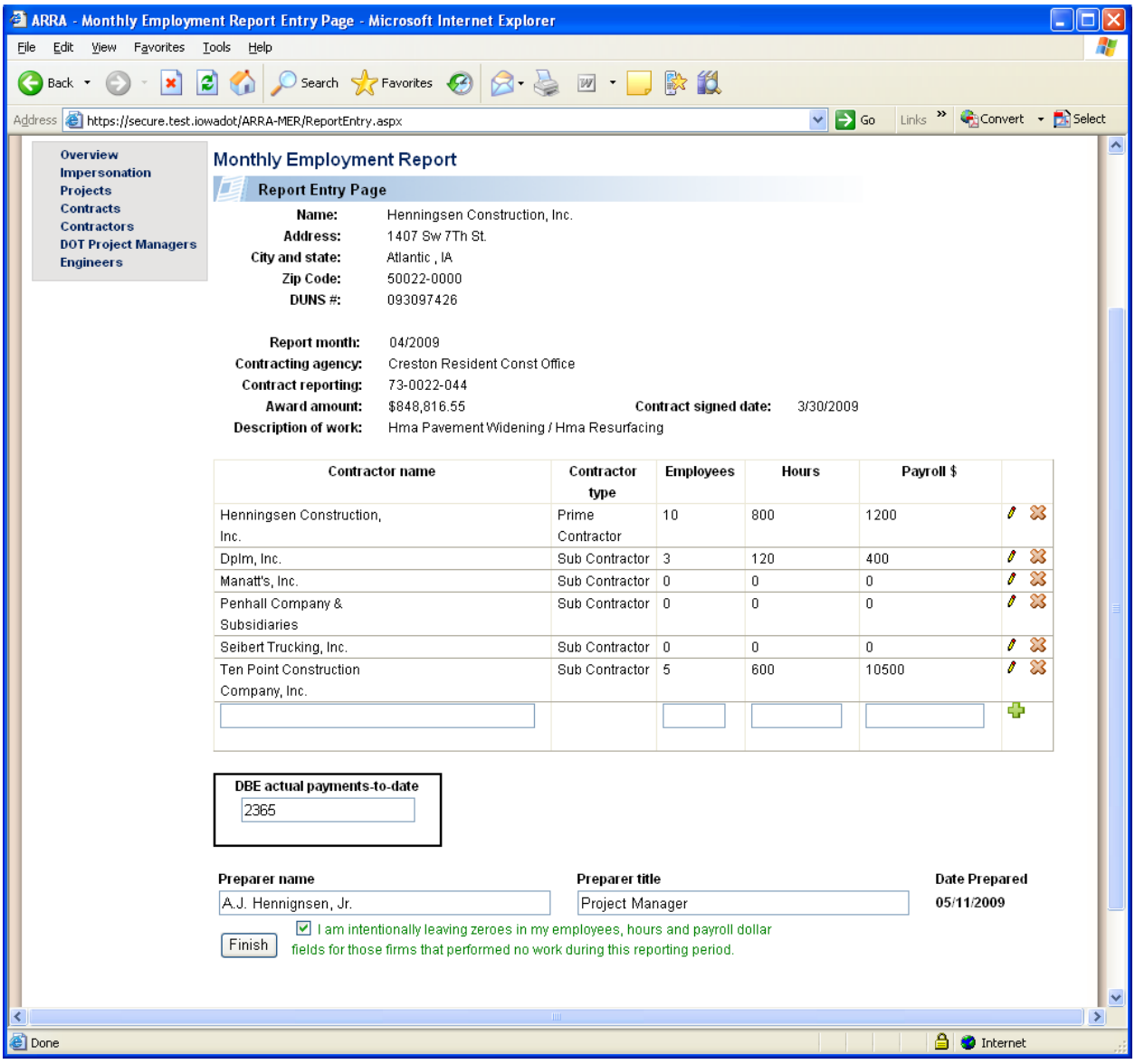
7. In the "DBE Actual Payments to-Date" field, enter the total amount paid to Disadvantaged Business Enterprise (DBE) firms to-date. This dollar amount should include all labor, equipment, materials, etc. Enter whole numbers only with no commas, spaces, or dollar signs.

   Note: If the prime contractor is a DBE, report the total amount paid to the prime contractor to-date, less the amounts paid to any non-DBE subcontractors.

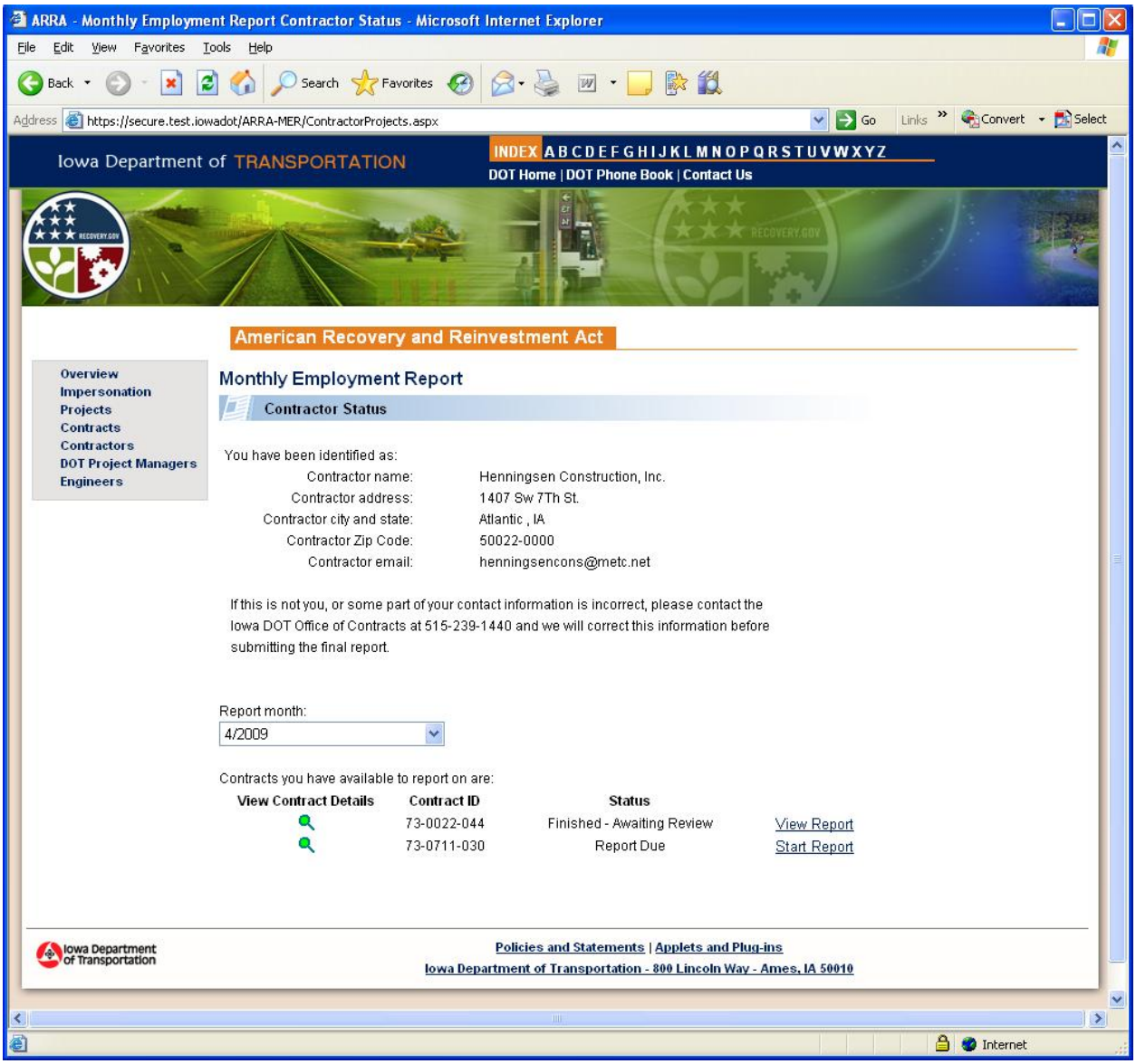
8. In the "Preparer Name" and "Preparer Title" fields, enter the name and title of the person preparing the form.

9. If the prime or any of the subcontractors performed no work during the reporting period, you must check the box labeled, "I am intentionally leaving zeros in the employees, hours, and payroll fields for those firms that performed no work during this reporting period".

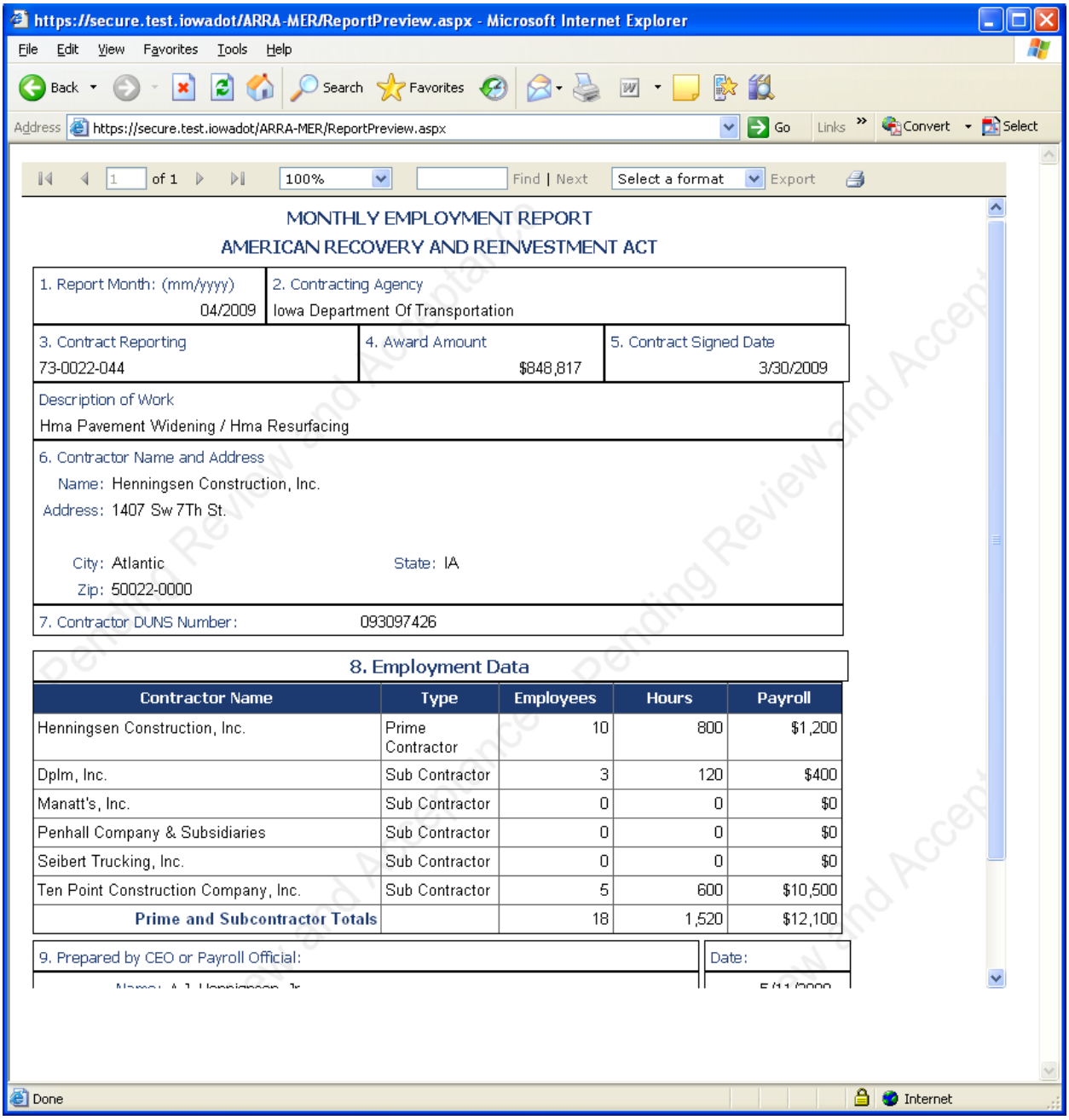
10. After all the data is entered, the page should look similar to the one shown below. Complete the report by clicking on the "Finish" button.



11. After clicking on the “Finish” button you will be returned to the Contractor Status page. To verify your report has been submitted, check the Status column. The Status will change from “Report Due” to “Finished – Awaiting Review”. The page will look similar to the one below:



12. To view, print, or export your report data, click on “View Report” for the desired Contract ID. This will open a report preview screen similar to the one shown below:




From the preview page, the following options are available:

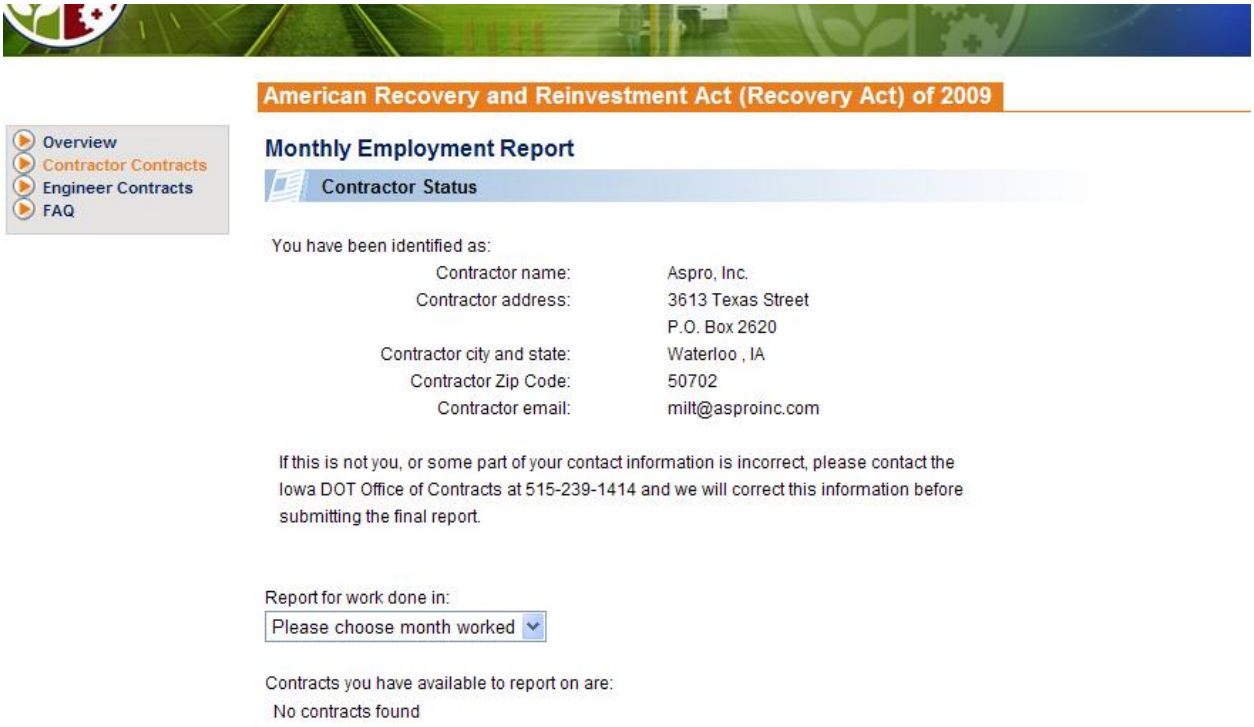
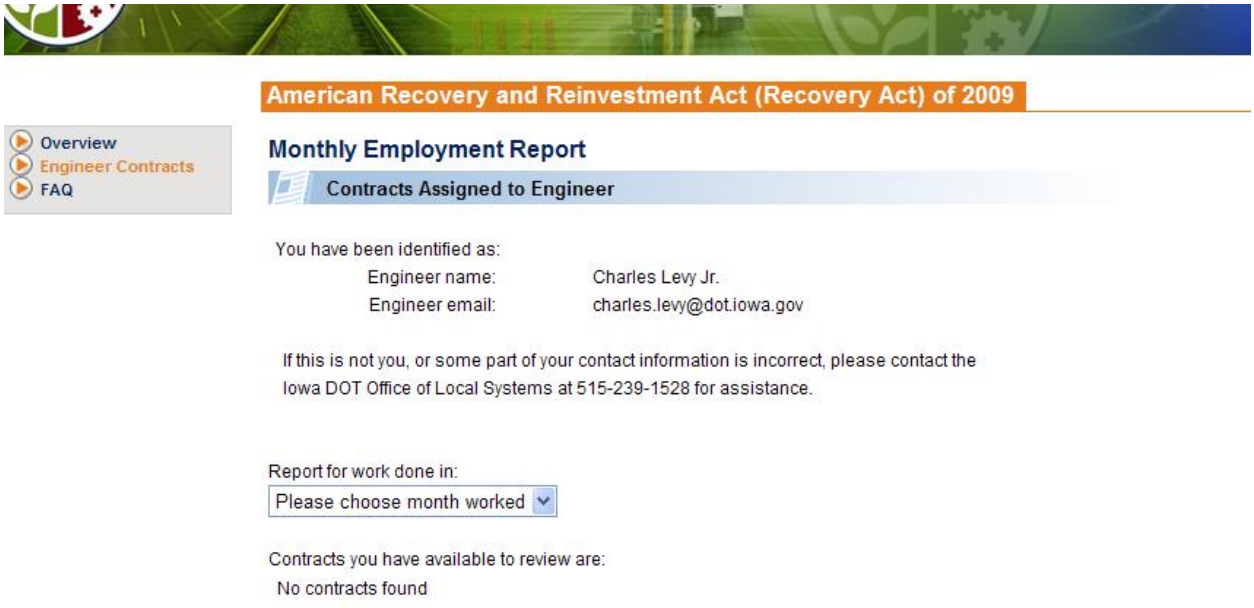
- To print the preview page, click on the printer icon near the upper right part of the page.
- To export the report data to either a Microsoft Excel or Adobe Acrobat PDF file format, select the desired file format from the drop-down box and click “Export”.

13. After your report is submitted, the Project Engineer will receive an e-mail notification that your report is ready for review. After the Project Engineer reviews the report, you will receive an e-mail notification stating whether the report has been accepted or if it needs to be resubmitted.

    - If accepted, the report process is complete for the report month. The Status column will be changed to "Accepted."

    - If the report needs to be resubmitted, you will receive an e-mail notification and the Status column will change to "Finished – Denied". The e-mail notification will provide the reasons why your report was denied. Make the necessary corrections by clicking on "Resubmit Report" and following Steps 4-10 above.

14. If you are authorized to accept ARRA reports submitted by Contractors, you can switch to that screen by clicking on the "Engineer Contracts" in the gray box on the left side of the screen. If you later need to report hours and wages for your firm you can click on the "Contractor Contracts" to return to the reporting mode.



15. After clicking on the “Engineer Contracts” your screen should look similar to what is shown below. You can then review and accept hours as explained in the “Engineer Instructions” handout.